STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING

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IMPORTANT NOTICE

Exempt Employee Fingerprinting Locations

Attached is a Michigan map that shows the months and counties where Identix will be conducting fingerprinting for exempt employees.

At least TWO weeks before fingerprinting, each employee's information **MUST** be entered into the Background Check System. (*The data must be transmitted and uploaded by Identix before they can take an employee's fingerprints*.) A tool for collecting the information [Exempt Employee Data Form] can be found at: http://www.miltcpartnership.com/MainSite/W1.aspx

NOTE: Identix is in <u>desperate</u> need of host sites for fingerprinting exempt employees.
If your facility is willing to host fingerprinting for your area, please contact: Candy Copelin at (217) 547-2115 or email her at: ccopelin@L1id.com
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Questions?
Contact the Background Check Helpdesk:
Email: bckhelp@msu.edu
Phone: 1-888-678-2760.

The Michigan Program for Background Checks